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Topics:

Privacy [2] privacy or physics [14], BYOD [5], mobility [6]

SS-12-001 Privacy in the Workplace

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## **PURPOSE**

The State of Georgia owns or has custodial responsibility for the information accessed, created, transmitted or stored on behalf of the State or in conducting official State business and has ultimate responsibility for protecting that information regardless of the medium used.

The proliferation of non-State technology devices (see definition under Terms and Conditions) entering State facilities and being used to conduct State business has made it essential for the State to develop standards for the appropriate protection of State information.

## **STANDARD**

A State worker (employee or contractor) shall have no expectation of privacy or information ownership when using a non-State technology device to access, create, process, store, or transmit State information. Such use shall be subject to all federal and State laws and State information security policies and standards including requirements for monitoring and inspection to protect State information assets.

Individuals shall exercise caution when storing personal or other non-State information on non-State technology devices also used to access, create, process, store, or transmit State information.

All agencies shall include education activities in their information security program to ensure all agency workers are aware of this standard as well as all other information security policies and standards that apply to the agency and its staff.

## **EXCEPTION**

Exempt from the provisions of this standard are:

- The use of non-State technology devices to conduct non-State business or to access the State?s public facing web sites or applications.
- State employees accessing State networks from points outside State offices, using non-State technology devices for the sole purpose of conducting personal business such as accessing individual personnel, benefits, medical and/or other private human resources related information (such as but not limited to PeopleSoft Employee Self Service (ESS), Open Enrollment, Leave Tracker, etc.). Accessing these services from within the State premises or State network is not exempt.

Note that State e-mail systems and their contents are property of the State and are not exempt.

## RELATED ENTERPRISE POLICIES, STANDARDS, GUIDELINES